

FIELD STUDIES

DEFINITION

Field studies are planned small or large group activities that provide opportunities for students to observe skills and jobs in a variety of settings at an actual workplace. Field studies are an awareness and exploratory strategy used with younger students, but can be effective at all ages.

During a field study, students have the opportunity to:

- Develop a general awareness of the world of work
- Receive reinforcement of academic, technical or career-related concepts taught in the classroom
- Understand the connections between education and careers
- Identify different components of an industry

STUDENT ELIGIBILITY

- All students K-12
- Appropriate permission has been obtained from the school and parent

LIABILITY EXPOSURE

Liability can be limited on a field study (trip) by:

- Explaining safety procedures prior to the field experience
- Providing adequate supervision based on the hazards of the site
- Obtaining completed transportation forms

PREPARING STUDENTS

Preplanning with students will strengthen the learning process, prevent potential problems and help students understand that the community is an extension of the classroom.

Before attending the field study, students should receive instruction in:

- The objective(s) of the field study
- The skill(s) or information to be gained
- The types of equipment, procedures and processes to be observed
- How to ask appropriate questions
- Behavior, courtesy and appropriate dress
- Items needed---notebook, pencil, lunch, etc.
- Procedures to follow
- Safety issues
- Related assignments and due dates

STUDENT RESPONSIBILITIES

- Obtain parental/teacher permission to attend
- Dress appropriately for the situation/site
- Follow safety and field study guidelines
- Come prepared with appropriate materials---notebook, pencil, lunch, etc.
- Write thank you notes

EMPLOYER RESPONSIBILITIES

- Address safety concerns and proper conduct
- Support school curriculum by addressing topics as requested by the instructor

SCHOOL SUPERVISOR RESPONSIBILITIES

- Give employer information regarding the purpose of the field study and the topics to be covered
- Set up transportation
- Provide a list of students to the office and chaperones
- Gather needed forms
- Conduct preparatory activities
- Assess effectiveness of the field study
- Provide data to the work-based learning coordinator or related personnel

SAMPLE FORMS

- *Agenda Sample*
- *Assignment Sheet Sample*
- *Site Evaluation Form*
- *Student Evaluation Form*
- *Teacher Evaluation Form*
- *Thank You Letter Guide*

Please visit the TLC Work-based Learning Toolkit for more information on field studies. It can be found online at <http://usoe.k12.ut.us/ate/tlc/wbl.html>